

CITY OF AUSTIN WORKFORCE TRENDS AS AN EMPLOYER

Human Resources Department
Presentation to the
Asian American Quality of Life Commission
May 17, 2016

PURPOSE

Review requests made, recommended actions and conclusions

AAQOLC Meeting, September 2015

Actions/Requests

Connect with all Affinity groups in the City

Confirm the number of positions in HRD

Increase the Asian representation in HRD positions

Create a plan and report back to the AAQOLC in six months

Identify the number of Asian Applicants and the number of Asians Hired

Work with departments to create more balance in hiring

Develop an annual report for departments on their recruiting efforts

Provide training on diversity to include executives and staff employees

AAEN Meeting, November 2015

Actions/Requests

Annual Career Expo – Engage AAEN

Open jobs information – Post at Asian American Resource Center (AARC) with process for applying

Increase focus on internships – Focus on more college recruiting

Get expanded list of recruitment websites from Yvonne Wilson

Have field specialist assigned to AARC 1 day/week

Work with AARC for “Programming” opportunities

Meet again in January

Outreach to attract Nepalese and Burmese refugees to lower salary jobs (Note: This request made April 2016)

AAQOLC – HR Issues Working Group, February 2016

Actions/Requests

Inform Asian community about our field Employment Specialist resources

Use AAEN to help w/Outreach on Career Expo

Brochure with information on searching for a job in the City

Focus on Para-professional/Admin and Public Service positions

Lunch and Learn/Information Session (training) for the City to learn about the Asian American culture and workforce demographics

Identify HR field specialist to attend next meeting

Short-term Actions

- *Notified City Departments that participated in the Career Expo to ensure staff working at City exhibit booths reflected racial diversity.*
- *Distributed Career Expo Flyers to the organizations and businesses identified by the AAQOLC HR Group.*
- *HRD requires third party recruiter for executive-level positions to use recruiting methodologies to attract diverse qualified candidate pools to present to City Management. (on-going)*
- *HRD Executives have met and continue to meet and partner with all affinity groups to understand each group's unique needs with regard to workforce opportunities. (on-going)*
- *HRD has assigned an Employment Specialist to staff an office one day a week to provide assistance and services to AARC patrons.*

Short-term Actions (continued)

- *Analyzed hiring statistics for trend information.*
- *Sent all COA Department Directors copies of individualized Demographic/Diversity Reports for gap analysis and possible action.*
- *Department Directors will attend Diversity Training focused on Unconscious Bias.*
- *Human Resources Department will revise Acquiring Talent class to better address the topics of unconscious bias and diversity on interview panels (with input from all affinity groups).*
- *Completed a sampling/review of applicant information.*
 - *Assessing whether or not applicants met minimum qualifications for the positions for which they applied.*
 - *Assessing whether or not applicants possessed the preferred qualifications.*
 - *Noting observations regarding applications, cover letters and resumes.*

Short-term Actions (continued)

- *HRD will work with a consultant to develop a brochure on how to apply for jobs in the City, including versions in high demand languages (Spanish, Vietnamese, Hindi, Mandarin, Korean, Arabic, Burmese)*
- *HRD is creating a COA Talent Acquisition Network to include staff from City departments to discuss strategies on how to attract qualified, hard to find and diverse talent, as well as to share best practices.*
- *HRD has assigned a Talent Consultant to focus on City Internship strategy.*
- *HRD will participate in the Greater Austin Asian Chamber of Commerce Career/Networking Mixers.*

Long-term Actions

- HRD plans to revise Acquiring Talent Training (Hiring and Selection Training) to expand diversity curriculum to address unconscious bias.
- The City of Austin will participate in a career fair hosted by the Great Austin Asian Chamber of Commerce in September. Kimberly Moore from the Chamber will send a formal invitation to participate.
- HRD requested an Employment Specialist position and Diversity Recruiter position in the FY17 budget year to focus on increasing diversity and national recruitment.
- HRD requested a Youth Volunteer Coordinator position for the Youth and Family Services Division of HRD in the FY17 budget year who will work to increase recruitment efforts of minority youth volunteers.

Out-of-Scope/Other Items

- *HR Working Group for AAQOL Commission requested preference points or some type of quota for Asian American candidates.*
- *Distribution of printed job postings.*
- *Continually committing to a grassroots campaign to distribute postings and flyers through the community.*
- *Assigning a permanent HRD liaison to work with AAQOLC.*
- *Targeting refugees for lower-salary jobs.*

Observations Based on Data Analysis

- COA Asian representation of 3.5%, is less than overall Asian demographics for Austin at 6.8%
- Executive, Professional and Technical job categories have the highest percent of Asian representation in COA jobs; COA jobs with lower minimum requirements is where fewer Asian Americans are found.
- Only three COA departments' Asian American demographics equal or exceed Austin's availability of 6.8%. Opportunities exist to target large departments (such as Austin Resource Recovery and Parks and Recreation) for hiring opportunities, although these jobs may not be attractive for highly skilled candidates.
- Asian Americans who work at the City have a higher average salary compared to other demographic groups; this can be attributed, in part, to a lack of representation in lower-paying job categories.

Observations Based on Data Analysis

- The percent of Asian executives at COA is 3.9%, but currently none are female.
- The percent of applications submitted by Asian Americans is consistent with the percent hired, but lower than the overall Asian population within Austin.
- Historical data on Asian executives at COA shows an early, positive trend, but has been flat for the last ten years and has not kept up with Asian American growth in Austin.



ADDENDUM

Detailed Asian-American demographic information

Workforce Diversity –

All Regular City Employees

Ethnicity	City of Austin Organization*	City of Austin Organization* w/Civil Service	Austin, Texas 2013 Census
White	49%	55%	47.1%
Hispanic	31%	28%	36.5%
Black	15%	13%	7.0%
Asian	3%	3%	6.8%
Other	2%	1%	2.6%
Gender	City of Austin Organization*	City of Austin Organization* w/Civil Service	Austin, Texas 2013 Census
Male	62%	70%	50.1%
Female	38%	30%	49.9%

**City of Austin Organization, excludes temporaries, data effective 08/26/2015*

Job Categories Defined

Job Category	Occupational activities	Job Examples
Officials and Administrators	Set policies or exercise overall responsibility for policy execution; direct individual departments; provide specialized consultation	-department head -director -controller
Professionals	Utilizes specialized and theoretical knowledge usually acquired through college training or equivalent experience	-lawyers -accountants -librarians
Technicians	Requires both scientific/technical knowledge and manual skill obtained from post-secondary education and/or on-the-job training	-software service -inspectors -drafters
Protective Service Workers	Work involving public safety, security and protection from destructive forces.	-security guard -downtown ranger
Para-Professionals	Performs some of the duties of a professional or technician, but with less education/training.	-library assistant -para-legal aide
Administrative Support	Records and retrieves data and/or information and other paperwork required in an office.	-cashier -payroll clerk
Skilled Crafts	Requires special manual skill and a thorough knowledge of processes; often uses apprentices.	-electrician -water treatment operator
Service/Maintenance Worker	Contributes to comfort, convenience or safety of the public or the upkeep of buildings/grounds.	-custodial employees -bus drivers

Demographics by job category

Job Category	City of Austin Employees	% by Job Cat.	Asian/Pacific Islander Employee Counts	% of Asian/Pac Islander by Job Cat.	Asian/Pacific Islander as a % of all COA Employees in the Job Category
Officials/Admin	122	1%	6	1.95%	4.92%
Professional	2,777	32%	184	59.74%	6.63%
Technician	795	9%	35	11.36%	4.40%
Protect/Svc	198	1%	4	1.30%	2.02%
Para-Professional	1550	17%	33	10.71%	2.13%
Admin Support	1078	13%	29	9.42%	2.69%
Skilled Craft	1,039	12%	5	1.62%	.48%
Serv/Maint	1227	14%	12	3.90%	.98%
TOTAL	8,786	100%	308	100%	3.51%

* Data pulled as of September 2015

Asian American Demographics by Department

Department	# in dept.	# of Asian American	% of Asian American	Department	# in dept.	# of Asian American	% of Asian American
Animal Services	92	2	2.17%	Governmental Relations	2	0	0%
Austin Code	103	5	4.85%	Health & Human Services	394	14	3.55%
Austin Energy	1530	74	4.84%	Human Resources	101	7	6.93%
Austin Resource Recovery	392	3	.78%	Law	86	3	3.49%
Austin Transportation	191	10	5%	Library	380	14	3.68%
Austin Water Utility (22e,23e)	1057	39	3.69%	Management Services	87	4	4.60%
				Mayor & Council	33	1	3.03%
Aviation	356	16	4.49%	Municipal Court	177	6	3.39%
				Neighb Housing & Community Dev	48	2	4.17%
Building Services	158	1	.63%	Office Of The City Auditor	25	2	8.00%
City Clerk	22	0	0%				
Communication & Tech Mgmt	255	15	5.88%	Parks & Recreation	640	13	2.03%
Communications & Public Inform	21	0	0%	Planning & Development Review	93	7	7.53%
Convention Center	239	5	2.09%	Police	573	12	2.09%
Development Revw & Inspection	244	5	2.05%	Public Works	441	14	3.17%
Economic Development	49	0	0%	Real Estate	32	2	6.25%
Emergency Medical Services	72	3	4.17%	Small & Minority Business Rsrc	29	1	3.45%
Financial Services	218	11	5.05%	Watershed Protection	257	12	4.67%
Fire	153	3	1.96%	Wireless Communication Svcs	35	0	0%
Fleet Services	201	2	1.00%				
				Grand Total	8786	308	3.51%

* Data pulled as of September 2015

Pay Comparisons

Non-Sworn									
Ethnicity	Count			Average			Median		
	M	F	All	M	F	All	M	F	All
Asian/Pacific Islander	137	155	292	\$37.92	\$33.31	\$35.47	\$37.28	\$32.50	\$35.12
White	2608	1598	4206	\$32.47	\$29.59	\$31.38	\$30.19	\$26.78	\$28.81
American Indian/Aleutian	23	16	39	\$28.94	\$34.82	\$31.35	\$29.14	\$31.95	\$29.58
Other	15	14	29	\$27.72	\$29.62	\$28.64	\$21.49	\$31.75	\$25.59
Black	912	490	1402	\$24.79	\$27.04	\$25.58	\$21.26	\$23.94	\$22.32
Hispanic	1656	1059	2715	\$25.02	\$24.15	\$24.68	\$21.91	\$22.04	\$21.96
All	5351	3332	8683	\$28.97	\$27.69	\$28.47	\$25.96	\$24.60	\$25.37

*-Data based on annual pay comparison report- April 2015

Executive Data as of March 2016

129 Executives		
	Counts	Percent
Females	51	39.5%
Males	78	60.5%
American Indian/Aleutian	2	1.6%
Asian/Pacific Islander	5	3.9%
Black	22	17.0%
Hispanic	22	17.0%
Other	1	0.0%
White	77	59.7%

Executive Ethnicity/Gender Comparison as of March 2016

Ethnicity Description	Gender	Executive Count
American Indian/Aleutian	Female	2
American Indian/Aleutian	Male	0
Asian/Pacific Islander	Female	0
Asian/Pacific Islander	Male	5
Black	Female	12
Black	Male	10
Hispanic	Female	5
Hispanic	Male	17
White	Female	32
White	Male	45
Other	Female	0
Other	Male	1
		129

2015 Hired vs Applied Demographics

	White	Black	Hispanic	Asian/Pacific Islander	American Indian	Other	Not Disclosed	Total
Applicants Number *	28,331	14,415	20,544	2,615	432	2,751	5,501	74,589
Applicants Percent *	37.98%	19.34%	27.54%	3.51%	0.58%	3.69%	7.38%	100.00%
Hired Number	519	154	265	38	9	**	**	985
Hired Percent	52.69%	15.63%	26.90%	3.86%	.91%	**	**	100.00%

*Applicant demographic data is voluntary

**Not reported

Historical Executive Ethnicity

